



CONDITIONAL USE PERMIT

Requirements Checklist and Process Flowchart

A Conditional Use Permit (CUP) is required for certain land uses that may exhibit unusual characteristics and, therefore, need to be reviewed for compatibility with nearby uses and the uses permitted by right in a particular zone.

- ☐ Discretionary Permit Application/related permits
- ☐ \$2,000 Deposit
- ☐ Ownership Disclosure Form
- ☐ Environmental Information Form plus \$1000 deposit (?)
- ☐ Public Notice Package
- ☐ 10 sets of plans (site plan, elevations, floor plans, and landscaping plans)
- ☐ 8.5" x 11" reduction of plans
- ☐ Statement of Evidence supporting Section 19.82.040 Findings:



submit



- A. That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or community;
- B. That such use will not, under the circumstances of the particular use, be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity;
- C. That the proposed use will comply with the regulations and conditions specified in this title for such use and for other permitted uses in the same zone; and
- D. That the granting of such conditional use will be in harmony with the purpose and intent of this code, the adopted general plan and the adopted local coastal program.

No.
Applicant to
provide
additional
information

[Determine
within 30 days]
Application
complete?



Application routed to
other agencies and
city departments for
staff review and
comment.

Applicant's
Consultant to
submit draft
EIR and
\$7000

Environmental
Determination?

Negative
Declaration:
Applicant to
submit \$2,000.

Exempt.

New
Construction?

Yes



Design Review Board
[Recommendation]

No

2-4
weeks

[If appealable coastal permit appealed]



3 months

City building
permit

Inspection
process



Judicial review
[if challenged]



City Council
Hearing/Decision

2
weeks

Council Hearing
Notice/Staff
Report

